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for a reduced price

**Friday,  
August 16,  
2013**

2013 SEMINAR LOCATION

**DESERT WILLOW CONFERENCE  
CENTER**

4340 EAST COTTON CENTER BLVD

PHOENIX, AZ 85040

(602) 431-0001

[www.desertwillowconferencecenter.com](http://www.desertwillowconferencecenter.com)

I-10—Turn South off 40th Street and turn  
left onto East Cotton Center Boulevard

## ENHANCE YOUR EEO KNOWLEDGE

at the

### 2013 EEOC Phoenix Seminar.

This informative seminar,  
**sponsored by the Phoenix EEOC Office**, will be held at the  
Desert Willow Conference Center.



# EEOC Phoenix Seminar

U.S. Equal Employment Opportunity Commission

Also check out at  
[www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov), our national  
three day event in **Denver** on  
**August 27-29, 2013**  
**The EXCEL Training Conference.**

*Seminar includes  
a CD-ROM of 2000+  
pages,  
a complete EEO*

***LIBRARY!***

**TRAINING YOU CAN'T AFFORD TO MISS!**  
Join EEOC for the best in EEO training from the  
experts who enforce the law.

Questions about the seminar?

**Krista Watson**  
**EEOC Phoenix Office**

(602) 640-4995

(602) 640-5071 FAX

(602) 640-5072 TTY



# EEOC

**Training Institute**

*...Learn from the Experts*

Friday, August 16, 2013

# EEOC Phoenix Seminar

[www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov)

## Top 5 Reasons to Attend an EEOC Seminar

- Get Updates on the Latest Changes to EEO Laws and Regulations
- Avoid Common Pitfalls and Mistakes
- Learn Best Practices
- Prepare for Tough HR Decisions
- Meet the People who Enforce the Laws

## Hotel Arrangements

*Registrants are responsible for their own hotel arrangements.*

## Who Should Attend?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff [seminar approved for EEO Investigator Refresher credit]

## Training Institute Policies - Training Event 13TPHO01

**PAYMENT — \$349** Fee includes seminar, lunch and refreshments at breaks, and an eight-volume EEO library on CD. PAYMENT MUST ACCOMPANY REGISTRATION. *EEOC Tax ID Number: 52-0812909*

**GET A DISCOUNT PRICE of \$319** by: 1) registering on-line with a credit card or electronic check payment, or 2) registering early by mail or FAX. Check or credit card payment information **must** be received 30 days before the seminar and credit card registrations received after July 16, 2013, will be charged \$349. NOTE: All credit card charges will be listed as EEOC Training Institute on your statement.

**PAYING BY GOVERNMENT PURCHASE ORDER** *Please note: This type of payment is not eligible for the Early Bird discount.*

**State and Local Government Registrants:** In order to be confirmed submit a copy of the purchase order, purchase order number, billing name and address and instructions, and agency tax ID number. For all POs, please provide the name, phone number and email of a contact person for questions regarding purchase order and payment. "Purchase order number" could also be a requisition or document number, as appropriate.

**Federal Government Registrants:** We only accept federal purchase orders over \$2,500. Please contact our customer service staff at 866.446.0940 or send an email to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) for more information.

**REGISTRATION —** Register at [www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov). Credit card and electronic bank check registrations will receive immediate confirmation. *EEOC Tax ID Number: 52-0812909*

You may also **MAIL** your registration application with payment to **EEOC TRAINING INSTITUTE, REGISTRATION PROCESSING, 6501 RED HOOK PLAZA, SUITE 201, ST. THOMAS, VIRGIN ISLANDS 00802** OR **FAX** your registration with payment to 703.787.8090.

**QUESTIONS ABOUT REGISTRATION?** 1.866.446.0940; TTY# 1.800.828.1120; [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)

**CONFIRMATION —** Registrants will receive written email or fax confirmation upon receipt of a complete registration application and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. Confirmation email should be brought to the event.

## CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than 7 business days prior to the seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

**REASONABLE ACCOMMODATION REQUESTS —** If you need an accommodation, please note it on the registration form and we will contact you.

## AGENDA

## PHOENIX EEOC SEMINAR

Friday, August 16, 2013



### Schedule

- Registration: 7:15 am
- Start: 8:00 am
- Lunch provided
- End: 4:30 pm

### LET EEOC BE YOUR TRAINER

Experienced EEOC staff will come to your worksite and provide training on popular EEO topics such as harassment or an overview of EEO. For more information, contact:

Krista Watson  
Program Analyst  
602-640-4995

Krista.watson@eoc.gov

- 7:15 AM Registration and Continental Breakfast
- 8:00 AM **Welcome**  
*Rayford O. Irvin, EEOC Phoenix District Director*
- 8:15 AM **EEOC Strategic Enforcement Plan and Initiatives**
- 9:15 AM **The Inside Story of One of the Largest Verdicts in EEOC History - Avoiding Assumptions About Employees with Intellectual Disabilities**  
*Robert A. Canino, Regional Attorney, EEOC Dallas District Office*
- 10:15 AM Break
- 10:30 AM **News You Can Use From U.S. DOL and NLRB**  
*Michael Espinosa, Director, Arizona VETS, U.S. DOL*  
*Jesus Olivares, U.S. DOL Wage and Hour Division*  
*Paul Irving, National Labor Relations Board*
- NOON **Lunch and A Movie!**  
*Enjoy your lunch and relax. "Let Freedom Ring: Moments from the Civil Rights Movement, 1954-1965".*
- 1:30 PM **A Look to the Future Emerging Issues: Wellness Initiatives, Credit Checks, Criminal Background Checks, Social Media and more.**  
*Peggy Mastroianni, Legal Counsel, EEOC, Washington, D.C*
- 2:45 PM Break
- 3:00 PM **Gender Stereotyping**  
*Mary Jo O'Neill, Regional Attorney, EEOC Phoenix District Office*
- 3:30 PM **Ask Us!**  
*All Prior Presenters are Invited.*  
*Ask us your questions. You will have an opportunity to write anonymous questions prior to this session as well!!*
- 4:30 PM Adjourn

**Credits:** Recertification credits from HRCI have been requested. The seminar also meets the yearly refresher training requirement for federal agency EEO investigators.

# EEOC Phoenix Seminar August 16, 2013 (Event Code 13TPH001)

Please print and use a separate form for each attendee.

## 3 ways to register

- **ON-LINE**  
www.eeotraining.eeoc.gov
- **MAIL**  
EEOC TRAINING INSTITUTE  
REGISTRATION PROCESSING  
6501 RED HOOK PLAZA,  
SUITE 201  
ST. THOMAS, VIRGIN ISLANDS  
00802
- **FAX to 703.787.8090**

### Directions to SEMINAR LOCATION - The Desert Willow Conference Center

Desert Willow Conference Center is located in the Cotton Center business park, and is at the hub of the Valley's major freeways at the Tempe-Phoenix border - 5 minutes from Sky Harbor International Airport and 10 minutes from downtown Phoenix.

From I-10 take the 40th Street Exit (Exit 152). Go South and turn Left onto East Cotton Center Boulevard.

*By registering for a Training Institute event, you agree to all applicable Institute policies.*

First Name \_\_\_\_\_ MI \_\_\_\_ Last Name \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_ Suborg \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Business Telephone ( ) \_\_\_\_\_ (  if TTY, please check)  
Fax No. ( ) \_\_\_\_\_ Company/Agency Tax ID Number \_\_\_\_\_

Do you require a reasonable accommodation, due to a disability, in order for you to attend this program?  Yes Describe accommodation requested or special diet needed.  
\_\_\_\_\_

**AMOUNT OF PAYMENT:** \$349 Discount price of \$319 available for online registrations up until the day before the seminar and for mailed checks or mailed/faxed credit card payment registrations received 30 days before the event. Faxed/mailed credit card registrations received after July 16, 2013 will be charged \$349.

**Credit Card**  MasterCard  Visa  American Express  Discover  
Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Cardholder Name (please print) \_\_\_\_\_  
Signature \_\_\_\_\_ Card Security Code \_\_\_\_\_  
Cardholder Email address \_\_\_\_\_  
Cardholder mailing address \_\_\_\_\_

**Check Payable to EEOC Training Institute**  
 **State/Local Government Purchase Order (Attached) PO #** \_\_\_\_\_

State and Local PO will be paid by  Check  Credit Card (provide information above)  
Billing Organization Name & Address \_\_\_\_\_  
\_\_\_\_\_

Name/Phone #/Email of Billing Contact \_\_\_\_\_  
\_\_\_\_\_

We only accept federal purchase orders for over \$2,500. Please call us at 866.446.0940 or send an email to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) for special registration form and procedures.

Have you attended an EEOC sponsored seminar, course or conference in the last 5 years?  Yes  No

# Employees at Your Facility:  Under 50  
 50-99  
 100-249  
 250-499  
 500-999  
 1,000+

Your Organization's Business Type:  
 Federal Gov't  
 State/Local Gov't  
 Private

### Your Position Category:

Attorney  EEO Director, Manager, Supervisor  
 EEO Professional (Investigator, Counselor, Specialist)  
 HR Director, Manager, Supervisor  HR Staff  
 Mediator, ADR  Other Manager, Supervisor  
 President, CEO, Owner  Union Representative  
 Other \_\_\_\_\_

### How did you learn about our seminar?

Brochure in mail  Email  Colleague  
 Website/Internet  Newspaper/Radio Ad  
 Professional Organization  SHRM  EEOC event  
 Other \_\_\_\_\_